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Mission Statements:

District: "Empowering All Students to Succeed in a Changing World."

School: "SMS is committed to preparing emerging adolescents with the necessary academic and social skills and knowledge for continued school success and life-long learning."

Emblem: Spartans Excel in Academics/Activities

Colors: Maroon and White

School Song:

**Spearfish we honor you
And to the end
We'll fight for you and keep our
Colors flying high-high-high-high.
We'll do our best for you at every turn;
We'll show you what it is to
Have a royal, rough and ready school!**

Fight team! Fight! Fight!

Fight! Fight! Fight!

**Spearfish for you we stand;
Maroon and White
We've got the pep, now listen
To our great big rah-rah-rah-rah.
Roll up the score, Spearfish;
Fight for your team.
We'll show you what it is to
Have a royal, rough and ready school!
Go Maroon! Go White! Go Spartans!**

Let's B-E-A-T, Beat 'em Spartan

Contact Information:

- **Website:** www.spearfish.k12.sd.us
- **Middle School Phone Number:** 605-717-1215
- **Middle School Address:** 1600 North Canyon Street, Spearfish, SD 57783
- **School Mailing Address:** 525 East Illinois Street, Spearfish, SD 57783
- **Dakota Bus:** 605-642-2353
- **Lunchtime Solutions: Corree Walker:** cwalker@spearfish.k12.sd.us

Middle School Faculty and Staff

Main Office:	Don Lyon Brady Sumners Krystal Rogers Sheryl Malde	Principal Assistant Principal/Activities Director Secretary Secretary
Counseling Center:	Sheri Potter Jill Murphy	6th Grade Counselor 7th and 8th Grade Counselor
Nurse's Office:	Barbara Graslie Karen Moye	Nurse Nurse
Resource Officer:	Candi Birk	
Custodians:	Don Marti Bob Culbertson Eric James Linda Robbins Duane Geyer	Day Custodian Custodian Custodian Custodian Custodian
Classroom ESP:	Jay DeSort Carmen Frasier Jenifer Zoller Kelsie Miller Julie Carlbom Monica Waugh Wanda Schoenberner	Special Education Special Education Lunch/Learning Center Special Education Special Education Library/Copy Aide ACE Room

Core Faculty

6th Grade Maroon

**Michelle Opbroek -Math
Christy Hinch-Language Arts
Leslie Wangeman - Science
Chris Blain– Soc Studies**

6th Grade White

**Becky Sukstorf - Language Arts/Soc. Studies
Teri Aberle Math/Soc. Studies
Melinda Coslet – Science/Soc. Studies**

7th Grade Maroon

**Mindy Capp – Science
Paula Farley - Social Studies
Angela Moore – Math
Kate Axlund – Language Arts**

7th Grade White

**Dan Holben – Math/Science
Lynette Fitzgerald–Language Arts/S.Studies**

8th Grade Maroon

**Avery Greenwalt – Math/Algebra
Ty Haggerty - Social Studies
Tom Mead - Science
Kathy Wolff – Language Arts**

8th Grade White

**Josh Wangeman-Science/Math
Allison Coin –Language Arts/S. Studies**

Encore Faculty

**Teri Bauerly - Computer Technology
Abigail Case – Band
JoAnn Claggett-Library/Media Specialist
Alex Johnsen - Physical Education
Ryan Lee - Physical Education
Jessie Jeffery– Spanish
Doug Syman - Art
LeAnn Vette - Physical Education
Marilee Woodard - Choir/Music/Math Literacy**

Special/Alternative Education Faculty

**Punky Engesser - 6th Grade
Tonya Mullaney - 7th Grade
Taylor Krogman - 8th Grade
Thomas Stewart - Alternative Education Program (ACE)
Samantha Bartels – Resource Education**

Early Release Schedule

Late Start Schedule

SECTION 1: ATTENDANCE

Regular attendance is essential to success in school. Frequent absences disrupt the continuity of the instructional process. Therefore, it is very important that students attend on a regular basis. Failure to do so may result in disciplinary action.

State law requires consistent school attendance. If a student misses 20 or more school days per year, grade level promotion may be jeopardized (Board Policy #5010), and the student may be expected to make-up the time during either Saturday School or Summer School. A student with frequent truancy may be reported to legal authorities. Periodic letters will be sent with concerns about student's attendance to the parent/guardian.

Parent explanation is necessary for all absences or tardies. Parents should call the office as early in the morning as possible. If the absence is unconfirmed, the office will attempt to reach parents during the day. Planned absences are excused and may be communicated by either phone or note. The student should complete a Pre-Arranged Absence form prior to a planned absence.

EXCUSED ABSENCES

Students who have excused absences will have one day more than they were absent to complete their missing work, i.e., an absence of two days means three days to complete all make-up work. Tests and projects are the exception to this rule. Students that have been pre-excused or are absent due to school sponsored events are expected to have their school work done prior to the absence or completed upon return. Individual circumstances may be left to teacher discretion.

UNEXCUSED ABSENCES

Students with unexcused absences have one day to make up all missing work. Tests and projects are the exception to this rule. Students with unexcused absences will be subject to further disciplinary action. Full academic credit will be given if all work is turned in as arranged.

TARDIES

Being late to class is considered being tardy. Unexcused tardies should only be excused by the parent/guardian on the day of the tardy. Students tardy 20 minutes or more to class will be marked absent rather than tardy. Individual tardy incidents will be dealt with cumulatively and will result in detention for 4 unexcused tardies school-wide. Each subsequent tardy will result in detention. Tardies are counted by trimester and are reset to zero at the beginning of the trimester. Seven or more unexcused tardies per trimester will result in the student being assigned to Saturday School. Extenuating circumstances involving tardies may be considered by administration.

SECTION 2: ACADEMICS

ASSIGNMENTS/HOMEWORK

Students are responsible for completing their assignments on the date requested. Requests for assignments for students who are absent for more than one day must be called into the main office by 10:00 a.m. and can be picked up in the office between 3:00 and 4:00 p.m.

GRADING

A - 90-100%
B - 80- 89%

C - 70-79%

F - 59% and below

D - 60-69%

I - Incomplete

S - Satisfactory

U - Unsatisfactory

HONOR ROLL

At the end of each grading period an "A" Honor Roll of Excellency and a "B" Honor Roll of Merit will be published. Each student shall be responsible to check the list and to notify the office in case of an error. All courses will be included in determining the GPA. Grading modifications will be determined through the multi-disciplinary teams. To be eligible for the honor roll a student must be enrolled at least as a half-time student. A single "D" or "F" disqualifies a student from recognition on the School Honor Roll.

Honor Rolls are:

"A" Honor Roll of Excellency: Must have a 3.666 or above.

"B" Honor Roll of Merit: Must have a 3.00 - 3.665.

GUIDANCE SERVICES

The Middle School guidance counselors are available to all students unless written notification from the parent/guardian states otherwise. Counselors can help with educational planning, personal problems, informing the student and parents of overall progress, testing results, etc. The counselor can assist in arranging conferences with teachers and can refer a parent to private agencies for additional help if the need arises.

INCOMPLETE GRADES

Incomplete work must be turned in within 2 weeks (10 school days) following the completion of the grading period unless special arrangements have been made. Failure to do so may result in failing the class.

PROMOTION/RETENTION

The Spearfish Middle School's promotion policy is as follows: "If a student has failed two or more classes, that student may be considered for grade level retention for the following school year."

SUMMER SCHOOL

Students may be required to attend summer school for poor academic performance and/or excessive absences. It may also be used in lieu of grade level retention.

SPARTAN LEARNING LAB

Our fundamental purpose is student learning. In support of our purpose, the Spartan Learning Lab (SLL) has been developed to provide the time for students to complete class work deficiencies and to gain understanding of necessary concepts required for mastery of content. A deficiency might include, but not limited to, incomplete or failed homework assignments, projects or any assigned task important to the learning process. SLL will be available before school (AM), after school (PM), during lunch time, during flex time, and on designated early release days and Saturdays. If a student completes their missing work satisfactorily prior to the end SLL, they will be dismissed.

The levels of support included in the SLL structure are outlined below:

- **Level 1: Classroom Teacher: class time, before and after school**
 - **(Expected of all students and staff).**
- **Level 2: Optional Spartan Learning Lab AM/PM:**
 - **Before school 7:56-8:10 a.m. M-F in the teacher's classroom and after school from 3:20 – 4:00 in the teacher's classroom or the ALAC room.**
- **Level 3: Lunch SLL: (6th: 11:48-12:18, 7th: 10:59-11:29; 8th: 12:37-1:07) in the ALAC room.**
 - **Students are to report to the ALAC room at the beginning of their lunch period. They will be excused to retrieve their lunch and will return to the ALAC room.**
- **Level 4: Afterschool SLL: from 3:20 – 4:00 p.m.**
 - **M-F in the teacher's classroom or the ALAC room. Student will be assigned to afterschool SLL, based on habitual deficiencies following participation in the previous levels of SLL.**
- **Level 5: FLEX Time SLL**
 - **The primary purpose of flex time is teacher and/or student initiated time to re-visit classroom specific learning outcomes to ensure mastery of skills outlined in the curriculum. Utilization of FLEX time for homework/ assignment completion is an appropriate intervention only after other levels of SLL have been attempted.**
- **Level 6: Early Release and/or Saturday School SLL**
 - **Students will be assigned by classroom teachers, in consultation with administrative team, to SLL Early Release or Saturday School based on habitual deficiencies following participation in the previous levels of SLL.**
 - **Early Release, Saturday School are only for students who have continued deficiencies even after extensive use of levels 1-5.**

Note: If students willfully refuse to engage in SLL in a meaningful way, we will respond with a required meeting involving the student, parent(s), teaching team, guidance and administration to develop a plan.

SECTION 3: BEHAVIOR EXPECTATIONS

SMS HUMAN RIGHTS STATEMENT

Every student in SMS has the right to:

1. Feel safe at school and during school activities.
2. Expect equal treatment by students, teachers and administrators.
3. Ask for help without being denied.
4. Benefit from and provide positive peer pressure.
5. Be listened to and taken seriously.
6. Have the best possible education free from negative student behavior.
7. Have personal and school property respected.

STUDENT EXPECTATIONS

It is important for everyone to have a clear understanding about expected student behavior guidelines. At SMS, our behavior is guided by our community core values. Our core values are explained through Spartan PRIDE. Each letter in PRIDE stands for one of our community core values: Preparedness, Respect, Integrity, Determination, and Excellence. Expected behaviors that represent each one of these core values are posted in the various areas of our school such as the lunchroom, hallways, and classrooms.

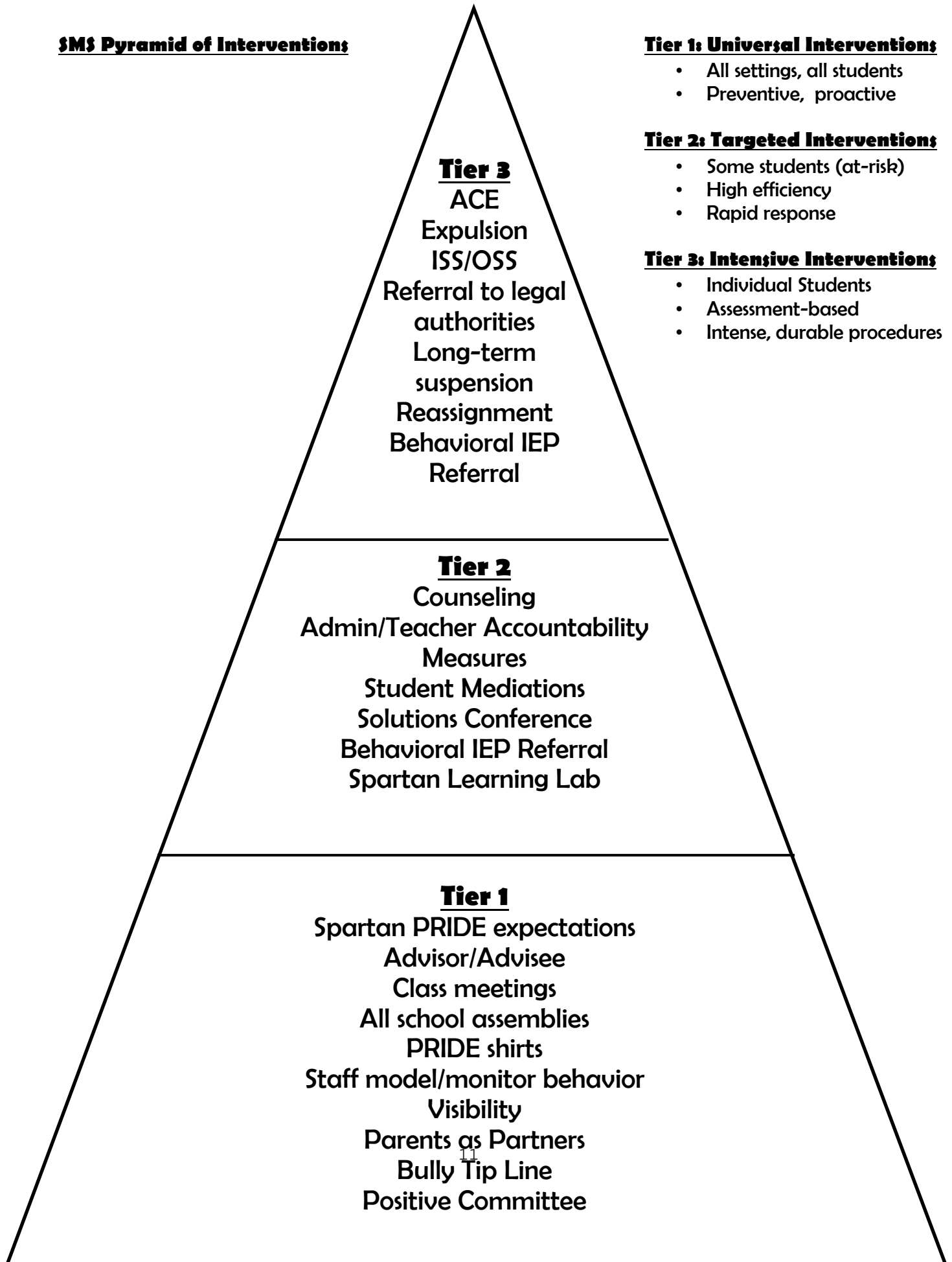
Spartan Pledge Supporting our school community core values.	
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Preparedness	✓ Ready for learning, having what you need to accomplish your goals.
Respect	✓ Embracing of our differences, treating others as we wish to be treated.
Integrity	✓ Doing the right thing at all times with honesty and authenticity
Determination	✓ A firmness of purpose in everything you do, a willingness to overcome an obstacle.
Excellence	✓ High expectations for all and in all we do and the courage to challenge for it.

- ✓ I will bring a positive attitude and materials everywhere I go.
- ✓ I will be considerate of others, their property, and myself.
- ✓ I will do the right thing when no one is looking.
- ✓ I will never give up.
- ✓ I will challenge myself to do my best.

In support of our primary purpose and core values, increasing levels of intervention, as shown below are utilized to support students academically and behaviorally. In addition, all students are subject to the policies and procedures adopted by the Spearfish School District 40-2 Board of Education. Students' families play an important role in the school's discipline program. Therefore, it is the philosophy of SMS to encourage parent/guardian participation.

SMS Pyramid of Interventions



SCHOOL-WIDE DISCIPLINE GUIDELINES

These guidelines are intended to help school personnel communicate student expectations and consequences to both students and parents. In addition they are designed to enhance fairness, clarity, and consistency among staff when applied with good judgment and common sense.

Each of the following categories has a range of consequences for each disciplinary infraction that allows for latitude in decision-making. This range is also on a continuum, which results in a more severe consequence for each repeated offense.

<u>Category</u>	<u>Typical Infractions</u>	<u>Handled By</u>	<u>Range</u>
A. <u>Minor Infractions</u>	Defiance Insubordination Disruption Dress Code Inappropriate Language Other Physical Contact/ Physical Aggression Property Misuse Technology Violation	Teacher and/or Administrator	Warning to Multiple Detentions/Sat. School or other consequences determined by administration
B. <u>Major Infractions</u>	Abusive Language/ Inappropriate Language/ Profanity Bullying Defiance/Insubordination/ Non-Compliance Disrespect Disruption Dress Code Violation Forgery/Theft/Plagiarism Harassment Inappropriate displays of affection Inappropriate location Lying/Cheating Other Major Violations Physical Aggression Property Damage/Vandalism Skip Class Tardy Technology Violation Truancy	Administrator	Detention(s) to 10 Days Suspension*

C. Matters of Law

**Alcohol/Drugs, Tobacco
Arson/Explosives
Extortion
Threat to/Assault of
School Official
False Alarms/Tampering
Bomb Threats
Major Vandalism/Theft
Other Matters of Law
Weapons**

Administrator

**Suspension to
Recommendation for
Expulsion, Police
Notification**

***Suspension may be in-school suspension (ISS) or out-of-school suspension (OSS) at the administrator's discretion.**

DRESS AND GROOMING

Student appearance and dress relate to student achievement, conduct and expectations. Our student body is expected to dress in a neat and clean manner which is appropriate for school. Our goal is to have student dress reflect a safe, healthy and orderly learning environment that does not substantially disrupt others. Clothes, ornaments and grooming should not be a distraction. The following are examples of what may be considered inappropriate or disruptive school dress:

- a. Under garments or night wear that is visible**
- b. Pajamas including slippers**
- c. See-through clothing**
- d. Halter tops/half shirts which expose skin on the stomach or chest; tank tops under two fingers in width and/or spaghetti straps without another shirt/blouse worn over or under it.**
- e. Extremely short (above mid-thigh) skirts or shorts**
- f. Bare feet**
- g. Pants that do not fit and are not worn at the waist or have inappropriate or excessive holes or rips**
- h. Clothing relating to tobacco, alcohol, drugs, violence, sex, gangs, or inappropriate language**
- i. Wearing chains of any sort**
- j. Trenchcoats**

When dress is inappropriate, students will be asked to change of clothes or have parents bring a change of clothes. Caps and hats are to be removed upon entering the building.

BOMB THREATS AND OTHER THREATENING OR ENDANGERING BEHAVIOR

These inappropriate actions may result in suspension, recommendation for expulsion, and referral to law enforcement and/or any other appropriate consequences.

CONTROLLED SUBSTANCE, ALCOHOL, AND OTHER ABUSE POLICY

Students are forbidden to possess, use, sell, barter or misuse controlled substances, alcohol, and/or other drugs in school properties, at school activities, or in personal and/or school vehicles. Parents/legal guardians and appropriate legal authorities must be notified of incidents involving possession or use of controlled substances, alcohol, and/or other drugs. The first violation of this policy will result in ten days in or out-of-school suspension, reduced to four days or less in or out-of-school suspension if the student participates in a certified alcohol/drug diversion program. All costs are the responsibility of the student and family. Parent/guardian participation in the class is encouraged. A student may be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy will result in long-term suspension. A third violation of this policy will result in an out-of-school suspension until the next regular school board meeting at which time the building administrator will make a recommendation for expulsion. (Board Policy 5105) Students who possess or use over-the counter or prescription drugs in accordance with Board Policy 5310 do not violate this policy.

Staff members and administrators may confiscate any controlled substance, alcohol, and other drugs on the school grounds or building. Any damage to school property through the use of such products will be assessed to the student. Any student who resists or becomes abusive upon being given a request by staff member to turn in these products will be treated as having a second violation of this regulation. Spearfish Middle School promotes an alcohol free environment both during the school day and at school events. To assist in that effort Passive Alcohol Sensors that detect the presence of alcohol on a student's breath or from open containers will be utilized anytime reasonable suspicion is present such as, but not limited to, staff referral, information gathered during an investigation or observing suspicious behavior.

ELECTRONIC DEVICES

Electronic Devices (examples: cell phones, MP3 players, IPODS, cameras, tablets, etc.) may not be used during the school day (8:15 – 3:15). Students may use these items at school if permission is granted by a staff member. Students are expected to use electronic devices appropriately at any school sponsored event. Items used inappropriately will be confiscated and returned to the student at the end of the school day, along with the disciplinary action. If the item is confiscated again, a parent/guardian will need to retrieve the device from the office and the student will have disciplinary action.

FIRE ALARM BOXES

It is against the law to tamper or misuse fire alarm boxes or other safety devices.

FOOD AND DRINK

No food, candy, soda, or other beverages are to be consumed or kept in the hallways, restrooms or lockers. Appropriate food items may be allowed in classrooms with teacher permission.

NUISANCE ITEMS

Nuisance items are objects that do not belong in school. These include but are not limited to matches, lighters, lasers, games, toys and fireworks.

PUBLIC DISPLAYS OF AFFECTION/INAPPROPRIATE TOUCHING

Students are reminded to show respect for fellow students by avoiding inappropriate displays of affection including hugging or kissing in the building or on the school grounds before, after or during school hours.

WEAPONS

School Board policy forbids the bringing of dangerous and/or illegal weapons on school property or to school -related activities. Disciplinary action may result in suspension, recommendation for expulsion, and referral to law enforcement.

DEFINITIONS:

ACE: Alternative program within the middle school for students with academic and/or behavioral needs that can't be met in the traditional classroom setting. Program offers individualized help and a highly structured setting to build academic and behavioral skills.

Admin/Teacher Accountability Measures: Standard school disciplinary measures including but not limited to warnings, ALAC room, Saturday school, and detention

Advisor/Advisee: Period of time during each school day where students meet with a teacher in an advisory capacity. Curriculum includes teaching expected behaviors, community building, goal setting, and grade monitoring.

ALAC: Alternative Learning and Attendance Center. Multi-purpose space where students go for behavioral or academic intervention.

Alcohol, Mood Altering Chemicals, Substances, and Tobacco: Using, possessing, selling, dispensing, or misuse of any mood altering chemicals, alcohol, substances, tobacco, prescription drugs, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity is prohibited.

All-School Assemblies: Various activities attended by entire school community that support the implementation of community core values and associated behavioral expectations

Behavioral IEP Referral: Referral for testing to determine qualification for special education services related to behavior.

Bullying: Repeated and intentional harmful behavior initiated by one or more students and directed towards another student.

Bully Tip Line: Toll free number that students and families can call or text to report bullying behavior. Can be anonymous.

Class Meetings: Meeting between administration, counseling staff, and students with the primary purpose of explaining community core values and expectations for SMS school community.

Co-Curricular: Activities that are related to curriculum or classroom work. It is part of the earned grade for a given class. The events related to classroom work and the grading system need to be given at the beginning of the class.

Counseling: Consultation between students and District staff designed to identify and reduce undesirable behaviors.

Detention: Supervised, study time generally served after school from 3:20 - 4:00 (40 minutes). The student is expected to study quietly doing school work. Detention times may be assigned at lunch time at the administrator's discretion. Students that miss their assigned detention will face additional consequences.

Expulsion: denial of a student's members in school for a period of time.

Extra-Curricular: Activities outside the regular classroom. There is no grade earned. To participate in an extra-curricular activity is a privilege.

Harassment: Any unwanted or unwelcome verbal, visual, or physical behavior which is intentional and repetitive.

ISS: In-school suspension. Denial of student K-8 to participate in class and/or co-curricular activities for a period of 1-10 days. The suspension will be served in the school setting. Students are required to complete assigned work. No academic penalty is assessed.

Long-term suspension: Temporary denial to a student by the superintendent or school board of participating in school and related school activities for more than 10 days and not more than ninety days.

Misuse: The use of a substance other than its intended use.

OSS: Out-of-school suspension. Temporary denial to a student by the principal, superintendent, or school board of participating in class and/or co-curricular activities. Suspension served out of school.

Parents as Partners: Collaboration between families and the school. Serves as the main mechanism for families to provide input.

Positive Committee: Group of staff members that recognizes positive student behavior.

PRIDE Shirts: Incentive given to students who display behavior associated with one or more of SMS community core values.

Reassignment: Superintendent or designee may reassign students to a school other than their home attendance center because of student misbehavior. When a student is reassigned for misbehavior, transportation will be provided by the guardian at no expense to the District.

Referral to Legal Authorities: Notification of appropriate legal authorities of student actions that are matters of law.

Saturday School: Students may be assigned Saturday School from 8:00-12:00. Failure to attend may result in other consequences, such as ISS or OSS.

Sexual Harassment: Any unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It is any unwelcome sexual advances, solicitations or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assault. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

Solutions Conference: Meeting between school staff, students, and families to identify specific goals for improvement related to academic performance and/or behavior along with specific action steps for achieving them. Process also outlines who is responsible for each action step and sets a timeline for measuring success.

Spartan Learning Lab: In support of our fundamental purpose student learning, the Spartan Learning Lab (SLL) has been developed to provide the time for students to complete class work deficiencies and to gain understanding of necessary concepts required for mastery of content. SLL has three tiers, lunch learning lab, after school learning lab, and early release/Saturday school learning lab.

Spartan PRIDE Expectations: Set of core community values on which student behavioral expectations are based.

Staff Model/Monitor Behavior: Responsibility of each staff member to display behaviors associated with SMS community core values and to monitor student behavior at all times.

Student Mediations: Process facilitated by staff member between two or more students to identify and correct sources of conflict.

Visibility: Staff presence to monitor student behavior

SECTION 4: GENERAL GUIDELINES AND PROCEDURES

ANNOUNCEMENTS

Daily announcements will be read by all START teachers. In addition, messages occur at 3:10 p.m. If students are expecting homework assignments or messages before that time, students should check at the office between classes. Announcements are also posted on the office window and on the school website, www.spearfish.k12.sd.us.

ASSEMBLIES

Throughout the year assemblies will be held in the high school auditorium and/or middle school gym. Students will sit in assigned areas with teachers and are expected to behave appropriately.

BACKPACKS

It is acceptable to bring backpacks to and from school; they will be kept in hall lockers during the school day. Locks are not permitted on backpacks.

BICYCLES, SKATEBOARDS, ETC.

Bicycles, skateboards, rollerblades, rollershoes, scooters, or other similar items are permitted for transportation to and from school. At no time may students use these items in the school building, in the bus zone, or in a way that might damage school property.

BUS TRANSPORTATION

Those students transported to school by the school district are subject to the rules and regulations as outlined by the bus service (Dakota Bus Service 642-2353). Violation of these rules and regulations may result in temporary or permanent suspension of busing privileges or other disciplinary actions.

CLOSED CAMPUS

SMS is a closed campus, which means that students are not to leave the school building/grounds after the school day has begun. If a student must leave, a parent or other designated adult must come to school and sign out the student unless other arrangements have been made with the school.

A student going to lunch with a parent must follow the sign-out procedure above. A small number of students may accompany this student but must have written parental permission prior to leaving. Students must **PLAN AHEAD** and notify the office at least one day before their lunch. If a student is checked out for lunch, please have them back for the beginning of their next scheduled class.

DELIVERIES

Deliveries will be held in the office until the end of the school day.

EVACUATION PROCEDURES

In the event of a bomb threat or other emergency which requires evacuation from the building, all students are to exit in an orderly fashion and proceed immediately to their designated area on the Middle School football field. Students and staff may then be directed to proceed to an alternate school site.

If the building evacuation occurs before school, during lunch, or when students are not in class, students should report to their designated area on the Middle School football field immediately. Teachers will take roll. In all instances, students are to remain at their designated area with their teacher until further directions are given.

FIELD TRIPS

A field trip has considerable educational value. Our community offers a large and varied number of wonderful opportunities. Parental permission forms must be signed for each student. Transportation costs often make up the majority of the costs associated with a field trip. To defer these costs, monetary donations will be accepted. No student will be excluded from a field trip for financial reasons.

FIRE DRILLS AND OTHER EMERGENCIES

Students should acquaint themselves with the procedures for a fire or tornado drill posted in each classroom. Teachers will familiarize students with all of these procedures.

HOURS FOR SCHOOL

Students who do not travel by school bus are urged to time their arrival to reach school no earlier than 8:00. Students who arrive earlier are encouraged to remain in the Commons area. In-building supervision of students by staff begins at 8:00. All students must leave the building by 3:30, unless supervised. Athletes can re-enter the building 10 minutes before scheduled practice time.

K-9 INSPECTIONS

Our school district will conduct periodic inspections of our campus using detection canines. These inspections will be carried out by a certified canine and handler. These units are specially trained to find contraband items including: illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medications.

Student lockers, classrooms, locker rooms, athletic facilities, common areas, vehicles, desks, backpacks, and other areas and articles on school property are subject to inspection. All inspections will be conducted within the scope of the law and with the knowledge of the student.

LIBRARY

The library offers books and materials to students and staff that may be checked out for reasonable periods of time. Most library materials may be checked out for two (2) weeks and may be renewed once. Students may have two (2) items checked out at one time unless special arrangements are made. All library materials that are lost must be paid for at replacement price. The use of library materials is a privilege, not a right. The guidelines below will be utilized to respond to inappropriate use.

I. Chronic Overdue Book Guidelines

a. Chronic is defined as

- i. Three (3) weeks or more overdue**
- ii. Repeated overdue instances throughout the school year**

b. Consequences

- i. Loss of privileges, such as attending school dances, until materials are returned, renewed, or replaced**
- ii. Loss of library privileges**
- iii. Other disciplinary consequences as determined by the administration**

c. Damaged or Lost Books

- i. Students will be responsible for replacement or repair costs if a book is lost or damaged.**

LOCKERS

Hallway and gymnasium lockers are the possession of SMS and may be inspected by school staff, police, or search dogs at any time. Each student will be assigned a hall locker that cannot be changed without permission from the student's core team of teachers. **DO NOT** store money and/or valuables in lockers! SMS is not responsible for lost, damaged, or stolen items. Fines will be assessed for damaged lockers.

To prevent other students from accessing your locker, do not share your locker, provide someone else your locker combination, and make sure the door of your locker is completely closed and locked. Please report any malfunction to the office immediately.

LOST AND FOUND

Students missing personal or school items may check with classroom teachers or secretaries in the main office. At the end of the school year, lost and found items are placed in the commons for several weeks and then disposed of or given to charity.

LUNCH PROGRAM

All students are issued a student ID at the beginning of the school year used to pay for lunch. If students lose their ID, they may replace it for \$5.00. Students without an ID, will use their lunch number to pay for lunch and may be asked to go to the end of the line. Lunch money will be collected in the main office before school each day. Payment may also be made on-line through the link on the district web site. Individual meals cannot be

purchased as students go through the serving line.

The cost of a student lunch for the 2015-2016 school year is \$2.80 per meal. Breakfast is also available in the mornings before school (from 7:30-8:05 a.m.) for \$1.35. Free and reduced lunch program applications are available in the office. Parents are always welcome to join their student for breakfast or lunch. If a student is checked out for lunch, please have them back for the beginning of their next scheduled class.

NEWSLETTER AND BLOGS

An electronic newsletter is published by students and staff for parents, students, and staff each trimester. The newsletter link is <http://www.spearfish.k12.sd.us/sms/newsletters.htm>. The administration also publishes blogs which can be found on their respective webpages.

PARENTS AS PARTNERS

Parents as Partners is the primary instrument of parental involvement in the SMS community. This organization is open to all parents/guardians of SMS students. Meetings are usually held once per month and serve to inform families about topics impacting their student's education and to provide an opportunity for input from parents/guardians.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held after school from 3:45-7:00 three times per school year. For the 2015-2016 school year the dates are October 14th, January 13th, and April 6th.

PASSES

Students are required to sign out of each classroom on the check-out sheet when moving out of the core hallways during class time.

PHYSICAL EDUCATION CLOTHING

SMS students have physical education class on a daily basis throughout middle school. Physical education students are required to wear an athletic t-shirt (short sleeves) and shorts (mid-thigh or longer) or pants designed for activity. For hygiene reasons, this clothing must be separate attire from that worn in the classroom each day. PE shirts and shorts are available from the PE department.

PARENT PORTAL

Parents may join the Parent Portal Program to gain access to school information about any of your children who attend the Spearfish School District. Specifically, you will have online access to your child's attendance, tardy, and transcript data. You will also have access to grading data for each class your child is enrolled in with assignments updated on a regular basis. For more information or to join, please contact the middle school office (717-1215), the technology office (717-1208) or check our school website www.spearfish.k12.sd.us.

SCHOOL DANCES

All dances must be sponsored by a recognized SMS organization and approved by the administration. Dances may be restricted to one grade level or may include multiple grade levels.

Things to know about SMS dances:

- 1. All dances are held in the Commons/Gym.**
- 2. Dances are to be adequately chaperoned by parents and staff members.**
- 3. There is an admission charge.**
- 4. Students are expected to remain at the dance until its completion, unless an earlier time is approved by the chaperone and/or parent.**
- 5. Parents will be notified to pick up their child if he/she is causing problems.**
- 6. Inappropriate dancing is not permitted.**
- 7. Students serving In-School Suspension or Out-of-School Suspension on the day of the dance may not attend. Other behavioral infractions may also result in students being excluded from attending dances.**
- 8. Students must be in school for half of the scheduled school day in order to attend dances.**
- 9. Extenuating circumstances may be considered by the administration.**
- 10. Electronic devices must be used appropriately at all school functions including dances.**
- 11. School dress code will be enforced.**
- 12. Only Spearfish School District students may attend dances.**

SCHOOL SUPPLIES

Students may be asked to purchase some supplies for their classes; for example a PE shirt or art supplies. If students are unable to obtain their own supplies, the necessary materials will be provided.

All textbooks are loaned to students by the Board of Education. Students are expected to keep books in good condition. If a book is lost or damaged, the student will be expected to pay for the loss or damage. Grades will be withheld if these charges are not paid.

STORM POLICY

Every attempt will be made to hold school every day. Information regarding school closures will be broadcast by local radio stations (KDSJ (98.0 AM), KBFJ (103.1 FM), KBHU, and KBHB (810 AM) and TV stations in the broadcast area. School Messenger, an automated calling service, will also be used. Please have your contact information updated with the office.

STUDENT IDENTIFICATION CARDS

All students and staff are issued an ID at the beginning of the school year. Why have ID cards?

- **Serve as a form of identification**
- **Used as the student library card**
- **Used for lunchroom purposes**
- **Allow staff members and students to easily see who is a member of the SMS community.**
- **Allow staff members to monitor visitors or intruders into our school**
- **Allow for the general safety of our student body**

Any student who is new to the district or who did not have their school picture taken during fall pictures, must stop by the main office to have an ID made. Students are not to alter or deface their ID in any way. If a student should lose or deface their ID, there is a \$5 replacement fee to make another ID. Students without an ID, or who have defaced it, be subject to disciplinary consequences.

STUDENT TEACHERS/INTERNS

Throughout the school year, we have the opportunity to host student teachers/interns in the Spearfish School District. The majority of these prospective teachers are current students at Black Hills State University here in Spearfish. The purpose of the student teaching/internship experience is to provide authentic classroom teaching experience to these students who are required, as part of earning a teaching degree, to work alongside a certified, supervising teacher for a specific number of weeks.

STUDENT PARKING AND DRIVING

Students are required to park in the High School parking lot. They are expected to drive safely; failure to do so may result in loss of driving/parking privileges at school. Students may not drive during school hours unless special parent authorization has been obtained. In order for students to transport other students during the school day, written parent authorization from both students' families will be required. Students are not allowed to serve as volunteer drivers on field trips.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. Students are expected to be as courteous and cooperative with them as they are with any staff member.

TECHNOLOGY USE

Spearfish Middle School provides technology, including Internet access, for students use in classrooms and computer labs. Students and parents are required to read/sign a use agreement which defines the rights and responsibilities for using technology.

TELEPHONE PRIVILEGES

There is a phone available in the commons area for student use. Students are asked to limit their calls in length.

VALUABLES

Students SHOULD NOT BRING valuable items or large amounts of money to school. If valuables or money must be brought to school, please check them in at the office. Each student should properly label or mark all items that are personal property or items that have been assigned.

VISITORS

All visitors to SMS must enter the building through the west doors and check in at the main office immediately. The east doors of the building will be locked daily after 8:15 a.m. Visitor badges will be issued to all visitors. Advanced approval is required by administration and teachers for any middle school-aged visitor to attend classes with a currently enrolled student.

WELLNESS POLICY

Spearfish School District encourages anyone providing treats for students to consider “healthy” items and choices for our students.

SECTION 5: ACTIVITIES

ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

This eligibility rule applies to all students who participate in any activity sponsored by Spearfish Middle School. The activities include, but are not limited to: all interscholastic athletic teams, Knowledge Bowl, Science Olympiad, drama club and music groups that perform outside of the regularly scheduled concerts and events.

ACADEMIC ELIGIBILITY:

- 1. All students participating in extra-curricular activities will have their grades checked on a weekly basis.**
- 2. Students in extra-curricular activities must have all assignments completed and turned in to their teachers by noon on Thursday.**
- 3. The Activities Director will run a report by noon on Friday to determine if any students in extra-curricular activities are failing.**
- 4. If a student is ineligible they will be informed by the Activities Director and the coach/sponsor of the activity.**
- 5. If a student is failing any class they are ineligible for all extra-curricular activities the following week (Monday-Saturday).**
- 6. They will continue to practice but will not be allowed to compete or travel.**
- 7. Eligibility will not be checked the first two weeks of each trimester.**

Students must be enrolled in two (2) classes at Spearfish Middle School to be eligible to participate in any activity. District students who are part of the Black Hills Online Learning community are eligible to participate in activities.

SMS students who participate in SHS activities must adhere to the Spearfish High School eligibility guidelines.

ATTENDANCE ELIGIBILITY:

Students who are active participants or are asked to help in extra-curricular activities are excused to attend those activities during school hours. Students must be in school by for half of their scheduled school day to be eligible to participate in after-school activities including both practice and competition. Extenuating circumstances may be considered by the administration. A student, who has an excused absence on Friday, can still participate in a school sponsored event on Saturday.

ACTIVITIES CODE OF CONDUCT

The Spearfish School District recognizes that all members of the student body are representatives of the school and encourages all students to participate in activities due to the benefits derived from such participation. Participation in student activities exposes students to greater public exposure and scrutiny and students are expected and encouraged to bring credit rather than discredit to the school whose programs make such participation possible. It shall therefore be the policy of the School District:

1. That student participation in student activities is a privilege rather than a right.
2. That students who exercise the privilege of participation in student activities shall consequently be expected to exemplify high standards of behavior.
3. Students participating in activities will:
 - a. Respect the rights and beliefs of others
 - b. Be fully responsible for their own actions and the consequences of their actions
 - c. Respect the property of others
 - d. Respect and obey the rules of the school and the laws of their community, state, and country
 - e. Show respect for those who are responsible for enforcing the rules of the school and the laws of their community, state, and country
4. Each sponsor or coach may have additional training rules of their own. These must have the approval of the building principal or activities director. Participants must be fully informed of all additional regulations.
5. A student whose character or conduct violates the Code of Conduct or is suspended or expelled is not in good standing and is ineligible for a period of time as determined by the administration.
6. Students will be required to submit confirmation they have read and understand the activities code of conduct prior to participating in SMS activities.

DISCIPLINE

A student receiving a disciplinary suspension from school (in or out) cannot practice, compete, participate, or attend any extra-curricular activities during the day(s) of the suspension. A Wednesday suspension will affect Thursday's practice or participation in competition/ performance. A Friday suspension will affect Saturday's practice or participation in competition/performance.

A major disciplinary problem during practice, travel, or competition/performance will be handled by the Middle School team coach in consultation with the SMS Activities Director and administration.

PRACTICE TIMES

Students are not allowed in the commons and/or hallways after 3:30 PM. Therefore, all books, musical instruments, coats, etc., need to be in the student's possession before that time. Arrangements may be made to store valuables in the coach's office during practice.

Practice times will vary depending on activity, sport, season, and number of teams. A student should NOT be in the building more than 10 minutes prior to the start of their practice nor more than 15 minutes after their practice. Participants in the various activities will be made aware of practice times so that transportation arrangements can be made ahead of time.

Students in athletic activities should enter and leave the building using the door to the back hall between the middle school and high school. For all other activities, arrangements will be made with the advisor for that activity.

There are no scheduled activities after school on Wednesday nights. There may be morning practice on Wednesdays. There will be not required practices over school holidays. There may be practices for those who can attend. All practices will be approved in advance by the activities director. There will be no Sunday practices without prior approval of the activities director.

A practice calendar can be found at: <http://www.spearfish.k12.sd.us/~kodea/index.html>.

PHYSICALS AND MEDICAL HISTORY

- 1. Students are not eligible to participate in practice or games if the student does not have on file in the SMS office a signed physical examination that falls under the rules of the SDHSAA.**
- 2. Annual physicals are required.**
- 3. A copy of the Parent Consent form must be submitted annually.**
- 4. A copy of the student's Medical History must be submitted annually.**
- 5. A physical exam after April 1st will be accepted for the next school year.**

ACTIVITY TRAVEL GUIDELINES

- 1. Coaches/sponsors are required to accompany students to and from all school activities unless prior arrangements have been made and the activities director has been notified.**
- 2. Students are required to travel by the mode of transportation provided by the school district to and from school activities unless prior arrangements and necessary forms have been completed and signed.**
- 3. Students will be released only to their parent/guardian at the activity site.**
- 4. Students/coaches/sponsors will dress appropriately for the activity they are attending.**
- 5. The bus driver's request should be recognized by all coaches/sponsors and in turn by all students**

GUIDELINES FOR TRAVEL DURING INCLEMENT WEATHER

Practice: Practice will not be permitted on days that school has been canceled or has been released early because of weather related conditions.

Regular Scheduled Event: When school has been canceled or released early because of weather, no travel will be allowed.

Traveling Home: When leaving an event to come home, the decision will be left to the professional driver that has been contracted to drive the vehicle.

ACTIVITIES CALENDAR

An activities calendar is located in the SMS website. It contains information related to happenings at SMS including start times and bus information.

ACTIVITY TICKETS

An activity ticket entitles the holder to free admission to regular season high school home athletic events and certain plays and concerts. Activity tickets may be purchased for \$25 at High School Activities office.

SPORTSMANSHIP

We are the "Spartans" and our school colors are Maroon and White. Whether we are participating or cheering on the Middle School or High School Team, students are expected to be well behaved and act in a respectful manner.

Remember that the expectations based on our community core values (PRIDE) and all school rules apply to any school event. Be prepared to cheer for the Spartans and not against our opponents, respect your classmates and our guests, demonstrate integrity by doing the what you know is right, be determined to do your best and give you best effort, and pursue excellence both during competition and after.

STUDENT COUNCIL

SMS Student Council is a school service organization involved in community projects, fundraising, and school spirit. It is open to any SMS student. Everyone is welcome.

SECTION 6: HEALTH AND MEDICATION

MEDICATION

If parents wish their student to have any medication, they must provide it and complete a form indicating frequency, dosage, and type of medication. This form must be completed before any medication will be provided to the student. All medication (prescription and non-prescription) must be in the original bottle with the student's name on it. If your student uses an inhaler and keeps it with him/her, please come to the office and complete the medical form.

All other medication must be kept at the office! Students are forbidden by School Board policy to have any medication (prescription or non-prescription) in their possession while at school or school activities. Food supplements, vitamins, herbal and homeopathic preparations will not be administered at school, as they are not FDA approved or regulated, and do not contain FDA warnings on the packaging. (Please review the Drug, Alcohol, and Tobacco policy later in the handbook). After the school year, medications not picked up by parents will be disposed of.

NURSE

A school nurse is available during the week and on-call when needed.

SECTION 7: LEGAL INFORMATION AND DISTRICT POLICIES